

**Questions and Answers from the Community-Based In-Home Asthma Environmental  
Education and Management  
Technical Assistance Conference Calls  
July 11, 12, and 14, 2000**

Below is a distillation of the key questions that were raised by participants on the three pre-award technical assistance calls and the answers that were provided by EPA staff.

Question 1: The RFP states that grant awards will be for no more than \$100,000. Is this per year for multiple years, or a one time grant?

Answer: This is a one time grant.

Question 2: How many awards are anticipated and to how many organizations?

Answer: We anticipate awarding a total of two grants, i.e., one grant to each of two organizations.

Question 3: If my organization has indirect costs, are they to be included within the \$100,000?

Answer: Yes, all indirect costs are included within the \$100,000.

Question 4: What is an indirect cost, and what if we don't have an indirect cost rate established?

Answer: Indirect costs are explained in the grant application forms, SF-424, which are to be found at this website ([www.epa.gov/iaq/asthma](http://www.epa.gov/iaq/asthma)). If your organization has an indirect cost rate established, include it where appropriate in your budget submittal. If your organization does not have an established indirect cost rate, you may submit your proposal with an estimated indirect cost rate. If this is the case, please state in your transmittal letter that you do not currently have an established rate, but that you will establish one by submitting the proper forms within 30 days of award. Include the name, phone number and fax number for your financial officer, and our Grants Administration Division will work with that individual to provide the necessary information.

Question 5: If we need help figuring out how to fill in the budget forms, is there someplace we can go to understand cost principles for a Federal grant?

Answer: Go to [www.whitehouse.gov/omb/grants/index.html](http://www.whitehouse.gov/omb/grants/index.html) and look under the topic "Circulars."

Question 6: Is there a cost-share requirement? Will proposals that include cost-sharing be reviewed more favorably?

Answer: Cost-sharing is not required, and including a cost-share will not cause your proposal to be viewed more favorably.

Question 7: A number of people have asked what we mean in eligibility criterion number (4), “submitting a standard form 424 and a work plan no greater than 7 pages in length.”

Answer: The EPA application for grant assistance, SF-424 can be found on our website [www.epa.gov/iaq/asthma](http://www.epa.gov/iaq/asthma) along with all of the required forms.

The workplan narrative must be no more than 7 pages in length, including a detailed, itemized budget (see sample following application kit on web). You may also add 2 pages of resumes and/or supplementary biographical information. In particular, attention should be paid to the qualifications and experience of key personnel. There is no requirement that the information be double-spaced, only that it be no smaller than 12 point type.

Question 8: The web address provided in the “Request for Grant Proposals” for SF-424 doesn’t seem to work very well.

Answer: Please disregard the address given in the RFP and use the grant application package now found at [www.epa.gov/iaq/asthma](http://www.epa.gov/iaq/asthma). This provides all the necessary forms for a complete package. You will need to add the workplan narrative and resume information as mentioned above and in the RFP. The website also includes pointers for writing a workplan and a sample budget.

Question 9: On SF-424, block 10, is a space for “Catalog of Federal Domestic Assistance Number.” What number should we use?

Answer: The correct number is **66-606**.

Question 10: On SF-424, in block 16, it asks ‘Is application subject to review by State Executive Order 12372 process?’

Answer: To determine whether your state requires review prior to receiving a Federal grant award, and a point of contact if it does, check the Office of Management and Budget website, [www.whitehouse.gov/OMB/grants/spoc.html](http://www.whitehouse.gov/OMB/grants/spoc.html).

Question 11: What start date should we use on the form?

Answer: Use November 1, 2000, as the start date, although the actual award date may vary. No pre-award costs will be approved for this pilot project, so please do not incur any costs unless and until you receive an assistance agreement from EPA.

Question 12: Are we required to include a quality assurance narrative statement?

Answer: If you are making environmental measurements or collecting data, your proposal should include a statement about the quality assurance practices you will put in place to ensure the accuracy of your data. If there is a need for additional information, our Grants Administration Division will contact you prior to award.

Question 13: What rules will govern our grant?

Answer: Familiarize yourself with Code of Regulations 40 Part 30 if you are a non-profit or higher education group, and in addition, with Part 31 if you are a State or local government entity. These rules can be found at [www.epa.gov/ogd/grants.htm](http://www.epa.gov/ogd/grants.htm). At that location, look under "Administrative Policies and Regulations;" then find "SUBCHAPTER B (1995-1999)-GRANTS AND OTHER FEDERAL ASSISTANCE" and look for PART 30 and PART 31. Please note that no cost share is required.

Question 14: Some words seem to be missing in my copy of the Commerce Business Daily announcement of the RFP.

Answer: Please check our website, [www.epa.gov/iaq/asthma](http://www.epa.gov/iaq/asthma), for the definitive wording of the RFP. If you have any questions, contact Sheila Brown at (202) 564-9370.

Question 15: Is the due date of August 7<sup>th</sup> flexible?

Answer: No. Mailed applications must bear an envelope postmark (or carrier such as FedEx, UPS, or DHL equivalent) of August 7<sup>th</sup> or be hand-delivered by messenger not later than close of business (5pm) Monday August 7<sup>th</sup> as directed in the Request for Proposals. Please note that our mailing address and direct delivery address are different.

Question 16: Can I include letters of recommendation, past project reports, etc. along with my proposal?

Answer: Requirements for the grant proposal are outlined in the Request for Proposals. Ranking criteria are elaborated in the RFP. If the RFP does not request something that you would like to share with us, it means that we will not consider the material in evaluating your proposal.

Question 17: Why does ranking criterion number (7) relate to the applicant's agreement to provide quarterly performance reports to EPA with minimum information specified?

Answer: Quarterly progress reports are critical to EPA's ability to manage and assess the effectiveness of the grant. This criterion seeks to determine that you will provide a minimum level of information each quarter to EPA, and that you are capable of generating and documenting the information sought. This is a key component of the grant application.

Question 18: Can grant funds be used to mitigate homes?

Answer: The Clean Air Act authority under which this project is being conducted provides for studies and demonstrations, not implementation. Mitigation is acceptable under this grant only to the extent that it is done as a way to teach occupants how to clean-up and/or prevent indoor environmental triggers of asthma in their home.

Question 19: Will our grant proposals be considered confidential?

Answer: While grant proposals are generally handled in a confidential manner, they may be disclosed under the Freedom of Information Act unless they are marked "restricted" or "confidential." If there is any information you wish to ensure remains confidential, please be sure to stamp "confidential" or "restricted" on each page on which such information occurs.

Question 20: Are we permitted to enter into contracts as part of the project we are proposing?

Answer: Yes, as long as the costs are allowable as defined under the Code of Federal Regulations 40 Part 30 and Part 31, which can be found at [www.epa.gov/ogd/grants.htm](http://www.epa.gov/ogd/grants.htm)